

CENTENNIAL HISTORY OF THE REGISTRAR'S OFFICE

The Ohio State University

DEAN O. CLARK

With Special Thanks to:

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I. FOUNDING AND EARLY DEVELOPMENT

Students were originally registered by the President of the Ohio Agricultural and Mechanical College (later called The Ohio State University), who wrote their names in a leather-bound ledger book. In the very first class, which was registered by President Orton in September of 1873, the first student of the 27 was Emmor S. Baily, age 20, of Waynesville, Warren County. His parent was E. Baily. Emmor Baily was admitted by virtue of his county certificate and left after two years plus one term.

In the 1884 catalogue on page 49, registration is described:

Students are required to register at the Clerk's desk, in the office of the President, on the first day of each term. On registration, the student will receive a card, which he must present to the committee of the school to which he belongs, in order to receive his class card. Students who fail to register on the day appointed must give a satisfactory reason for their delay, otherwise all absences will be charged against them from the beginning of the term.¹

About 1889 the University began recording academic information on the 8 1/2- x 11-inch record form on card stock, which is still used today. The switch from ledgers to cards probably resulted from difficulty in keeping students' names in alphabetical order. If space were not provided between names in the ledger for late registrants, the names had to be tacked on the end of the list and were increasingly difficult to locate as the enrollment grew and the number of late registrants increased. (The switch from ledgers to cards may also have been at least partially due to the anticipation of admission of students who were enrolled in special programs and for whom special records would have to be maintained. Special summer school records were made of yellow card stock. Although the first summer session carrying collegiate credit was not held until 1905, the Board of

¹Ohio Agricultural and Mechanical College Catalogue, p. 49, 1884-85.

Trustees must have considered beginning a summer school sometime prior to 1891, because in that year they authorized the President "to grant the use of rooms . . . to conduct summer schools."² This may have been for the preparatory department.)

The First Registrar

The President himself, and then with the help of his secretary, maintained the students' academic records. This practice continued until the Department of Records was created under the direction of Miss Edith Cockins, B.A. 1894, D.Adm. 1949 (Honorary), in 1895. The following year her title was changed to Registrar, which she held until her retirement in 1944.

Before and after this designation, she shared the same wooden wall phone with the President in his office in University Hall. Later the Registrar's Office gained a more separate identity and was located in the northwest corner of University Hall, where it remained until the Administration Building accommodated its move in August of 1924. Commencement programs were first bound and preserved in 1897 and have been ever since.

Registration was described as follows on page 15 of the 1898 Rules and Regulations of the General Faculty:

All students are required to register on the first day of each term or semester [both plans were in operation].

No student, after having been admitted to the University, will be allowed to register after the close of Registration Day except on the presentation, in writing, to the secretary of his college, of a satisfactory reason for his delinquency.

In the case of former students, if the incidental fee is not paid until the second day of the term or semester, one dollar will be added, and for each succeeding day of delinquency fifty cents will be added.

The assignment of work shall be made and recorded for each

²History of The Ohio State University, Mendenhall, Thomas C., Volume 2, p. 116, 1926.

student at the beginning of the first term or semester for the entire year.³

Although there were only about 68 students to keep records for by the end of 1873-74 (only six graduated in the first class in 1878), by the time the department of records was created, the enrollment had risen above 600. Nonetheless, Miss Cockins continued to do most of the work alone until permanent help became necessary about 1901."⁴

Evolution of the Grading and Course Numbering Systems

The first marks entered were made in 1874 and were "Passed", "Failed", "Conditional" (a pass status similar to incomplete), and "P.W.M." (passed with merit). From 1889 to 1894, "Absent" was a mark. In 1890, "Credit" was an entry, probably entrance credit, now called "K" credit. "Students failing in two of the studies of a term, forfeit their place in college thereby."⁵

In 1890, a red slash mark was used to show that the "Conditional" status was removed. A red "X" indicated that the "Condition" was changed to "Failure". This system prevented the need for erasures of the permanent record, which has continuously been considered the most important in the office because it is cumulative, comprehensive, and used to produce transcripts for admission to other schools, professional certifications, and employment. These two red symbols were discontinued in 1895.

A "G" for Good and "A" for Average were introduced in 1914 and continued until the conventional A, B, C, D, and E were introduced in 1922, the year the University went on the quarter plan. A pre-1922 mark surviving the big change was "K", meaning entrance credit for work done elsewhere.

³Rules and Regulations of the General Faculty of The Ohio State University, Section VIII, p. 15, 1898.

⁴Op. Cit.

⁵Ninth Annual Report of the Board of Trustees of The Ohio State University, Columbus, Nevins & Meyers, p. 75, 1879.

Though the change from "Passed", "Failed", etc., to A, B, C, D, and E looks drastic, it did not represent any change in point average calculation. Since 1914, fraternities were compared as were sororities on a 400 (now 4.00) scale with 400 standing for "Passed with Merit", 300 for "Good" 200 for "Average", 100 for "Passed", and 0 for "Failed". Also, a student such as John Vorys, later congressman, was honored for his 400 average one year when he received "M" in all courses. (Passed with merit had been shortened to "P.W.M." and finally to "M".)

Some classifications of students dating from the nineteenth century include the "regular" students (those in one of the four classes) and "special" students (students that attain college rank but are now pursuing selected non-degree studies).

Courses were first designated simply as English I, etc., but by the 1890's when Miss Cockins was a student, so many English courses existed that arabic numerals were in use. Majoring in English she took English 10, 12, 13, 14 in 1893-94. When the term system near the turn of the century was replaced by the semester system, freshman courses were 100 level as they became again in 1967. When the semester system was abandoned in 1922, through 1966, freshmen started taking 400 level courses.

Commencements

The Registrar's Office has always been involved with the list of students and calendars for commencement and planning commencement activities. Board minutes from 1889 and 1890 refer to outdoor exercises near the Spring or Grotto on the north side of Mirror Lake. When rain interrupted in 1889, they "repaired to the chapel" of University Hall. In the early years, all of the baccalaureate graduates, except some of the engineers, wrote theses, which were listed in the early commencement programs.

Printed commencement literature in the early 1900's referred to a four-day, once-a-year commencement "week", which started with a baccalaureate service in University (Hall) Chapel at 3:30 on Sunday. The sermons were often delivered by out-of-state theologians but once by President William Oxley Thompson himself. Class Day on Monday started at 7:30 a.m. with "Ivy Planting on the Campus" followed by an ivy orator and then the class breakfast in the Armory. Literary exercises started at 9:00 a.m., including the class president's address, class history, class orator, class poem, class prophecy, pipe of peace oration, and presentation of the class memorial. Some years (such as in 1908) there was a faculty-senior ball game at the "11th Avenue diamond" in the afternoon, followed at 7:30 p.m. by a Shakespearean play at Mirror Lake. ("A Mid-Summer Night's Dream" was followed the next night by "The Tempest".) Class night in the Armory the Senior Promenade was held, or some years (like 1911) it was not until Wednesday night after graduation.

Though some class reunions were sometimes on Monday afternoon (as in 1911), Tuesday was Alumni Day, including business at 10:00 a.m., luncheon in the Armory, Phi Beta Kappa meeting in the afternoon, and an 8:00 p.m. University reception in the Armory. Starting in the twenties, Alumni Day was on Saturday.

In the early 1900's, commencements were held on Wednesday morning at 10:00 a.m., in University (Hall) Chapel. After commencement exercises, a graduation luncheon was held in the Armory immediately followed by a reception. President Thompson presided at all of these commencement day activities.

The annual commencement exercise was held in the Armory in 1915, 1916, and 1917, but in a tent on the Oval in 1918 since the Armory served as

dormitories for World War I trainees; the Gymnasium (Armory) in 1919, 1920, and 1921; and the State Fairgrounds Coliseum in 1921, 1922, and 1923. When the quarterly commencements started in 1924, the June commencement was still held in the Coliseum through 1927, but the other ones were held in the Chapel (University Hall). Starting in 1928 and through 1968, the June one, except when it rained, was held in the stadium. (Until St. John's Arena was available in 1957, the alternate in case of rain in June was the Coliseum. So many extra guests were expected for the June commencement in 1969 that no alternate was mentioned in the event of rain.) The other quarters, from 1928 through the summer of 1956, commencement was held in the Physical Education Building for men and the December one of 1956 (through the present) it was in St. John's Arena.

Starting in 1916, commencement was moved to Tuesday. In 1923, graduations other than the June one were held on Friday. The June one continued (with few exceptions) on Tuesday until 1943, when it became a Friday affair, which has continued since with a few exceptions on Saturday or Thursday.

II. THE MATURE YEARS

Being an office serving every student, the office grew as the University grew. When Miss Helen M. Clarke, B.A. 1909, joined the staff in July of 1913 for \$60 per month, there were six employees. She also reports that all employees were college graduates. After World War I, selected persons with only two years of college were sometimes hired, but the two years were required until World War II. In the twenties and thirties, enrollment climbed (see Appendix E), placing Ohio State in the top six universities in full-time enrollment.

Practices and Locations of the Office

Grades on reports and permanent records were first formed by hand, so legible standardization was achieved by carefully training employees in hand script (not Spencerian) with special stress on bold vertical strokes instead of slants. (Grade reports were issued for only "Failed" and "Incomplete" grades until about 1930, when reports were first issued for all grades to all students.) This script is still used in 1969 by Miss Margaret Bazler, B.A. 1926, to enter the degrees on the permanent records after graduation. (The massive handwriting tradition, in a non-stylized way, is still performed in addressing the personal invitations of President and Mrs. Fawcett to the reception for graduates and their parents after commencement, e.g., for 4,300 families in June 1969.)

The few transcripts before World War I were hand-lettered copies from the permanent records. The typewriter was then used (only four in the office in 1926) until photostats were made by Bonnie Woodbury in the northwest corner of the basement. In 1950, records were sent to the Photography Department in Brown Hall for photostating. With the development of electrostatic processing in the late fifties, transcripts starting in January of 1961 were made again in the Registrar's Office.

One winter the state cut off coal to the University, closing all classes for three weeks until private coal dealers donated the coal. This gave Miss Clarke and Josephine Richardson (later Hough), B.A. 1924, time to copy the ledger records onto cross-reference cards.

The Registrar's Office was moved from University Hall to room 203 of the newly-constructed Administration Building in August of 1924. Though all of it was within one room at the time, in 1946 because of the veteran's bulge after World War II, it "overflowed" into the second floor lobby. Temporary use of the "Old Armory" lobby was made some summers for graduate students registering late and in person. In 1961, walk-thru registration for all students for all quarters was done, for the brief period between quarters, in Derby 108, which, since 1963, has been used full time as a schedule room. That room was expanded in 1965 to include a portion of Derby 109.

A section of the basement of the Administration Building was known as the Registrar's storeroom, and the exposed earth was finally all covered in 1965. (Many old documents and papers were sent to the newly-created University Archives. Photographs were sent to the Photographic History Office.) The transcript division was moved to the basement, room 9, in anticipation of John T. Mount's (Secretary of the Board), B.S. 1941, using room 201, which had last been used for the number file and returning registration sections.

Scheduling

In 1915 the Registrar was given the chairmanship of the schedule committee. Miss Cockins and Miss Clarke visited several prestigious eastern universities, including Columbia, Yale, Harvard, The University of Pennsylvania, and others, to ascertain the best way to schedule students. Out of

this trip grew improvements in the first pre-registration system in the United States. (Miss Cockins reported on it at the 1926 meeting of registrars in Atlanta.)

Miss Cockin's Relationship with Colonel Mershon

On the return trip from the eastern schools, they visited with Colonel Mershon, M.E. 1890, who lived in an apartment on West 54th Street, New York City, and took them to Delmonico's for dinner and then to a play. Mershon was a very successful consulting engineer then and active in alumni affairs. His role with ROTC and generosity to The Ohio State University is well known, partially due to Miss Cockin's continuing friendship; her urging of him not to change his will to The Ohio State University involving seven million dollars when he threatened to after a student melee in the street in the early 1950's; and her publishing of a magnificent two-volume collection of his papers, photographs, and biographical data. Miss Cockins had known Ralph D. Mershon when he became president of the Alumni Association in 1910. (Both were born in Muskingum County, Ohio; she in Rix Mills; and he in Zanesville.) On September 26, 1911, Mr. Mershon requested the Board of Trustees to share the support of such an office with the Alumni Association. An alumni records division was created by Miss Cockins in the Registrar's Office to keep track of addresses of alumni. This division became meaningful and effective in the fund raising for the football stadium after World War I.

Miss Cockin's Personality

Miss Cockins, as a member of the Crichton Club of Columbus or as a campus booster, brought visitors such as Will Rogers, Cecil DeMille, et. al., to the Office. She was hostess to Cornelia Otis Skinner, Amelia Erheart, Jimmy Walker, and many others.

Miss Cockins, physically short, often surprised people by her forwardness. Miss Helen Clarke remembers that in the 1930's, after a quarter when several grades were slow in coming in, Miss Cockins had the business office withhold paychecks until she signed a note for each professor that grades were in.

Miss Marguerite Fox remembers that Miss Cockins asked a student, who entered the office wearing a hat, if his head was cold. When he said no, she told him to then take his hat off because the women who worked in the office were ladies. She became a legend to several generations. After a graduation, a student still in cap and gown asked to see Miss Cockins because his father had told him to do that when the boy came to college. The student was told by Miss Clarke that Miss Cockins was on the phone. He "saw" Miss Cockins from a distance, as instructed, and, without a word, immediately left.

She was especially outstanding after a couple of decades of service when she could speak from her vast experience. She allegedly would shake her finger at the University Presidents she served reminding them of what the facts actually were. In spite of opposition, she had the lounges and other rooms exceptionally well furnished in Pomerene Hall for girls. Some of her mystique was manifested with alumni whom she had known as students, e.g., with alumni involved with Sunset Supper and with her sorority, Kappa Alpha Theta, of which she was national treasurer and a charter member of The Ohio State University chapter. She became president of the American Association of University Women. Many of the current faculty rules relate to grades, scheduling, etc., reflecting her work as Registrar and Secretary to the University Faculty and Faculty Council.

However, she was not always able to prevail. The University switched

in 1922 from the semester plan to the quarter system in spite of her opposition. She stated in a letter in 1941 to Provost Fitzgerald of the University of Pittsburgh: "Personally, I have never been in favor of the four-quarter plan, although I have done my utmost to make the plan work efficiently, which it does."

Miss Cockins became the first woman president of the National Association of Collegiate Registrars in 1939. The annual convention that year was at the Hotel Commodore in New York City. The form letter inviting her to attend the 1915 meeting was addressed "Dear Sir", indicating that it was a man's organization. (It met in its early years with the school superintendents.) The Admissions Officers became a part of the title of the "Registrars" association for the first time when it met in 1949 in Columbus, Ohio. (Some had been a part of the Registrars' Offices.)

Miss Helen Clarke, B.A. 1909, Phi Beta Kappa, started to work in the office in 1913 and was promoted to Assistant Registrar in 1921, which she held until her retirement in 1956. She was given the University Distinguished Service Award in 1955.

Dr. Thompson Begins as Registrar

Dr. Ronald B. Thompson, from the University of Utah where he served as Registrar, became Miss Cockin's successor. Dr. Thompson was the first man to work in the office as well as head it. He moved the counter outside of room 203 and acquired additional desks from government surplus. Bound statistical reports of enrollment data from the 1945-46 school year were directed by him as Registrar and University Examiner. These reflected the major changes in enrollment caused by the war and the end of it, i.e., very low level of 10,000 to over 31,000. Graduate students and Wright-Patterson Air Force Base students at Dayton were registered starting in 1946.

Dr. Thompson pioneered and publicized university enrollment projections for Ohio State and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). He translated the post-World War II birthrate into collegiate enrollments for all states and published a booklet called The Impending Tidal Wave of Students. He provided the information to Christian A. Burckel, B.C.E. 1922, who used it with his Blue Book series (Dr. Burckel has continued to be a generous benefactor of Ohio State). In 1954, Dr. Thompson was president of AACRAO when it met in St. Louis.

In 1955, Dr. Thompson implemented a unit-record system using tabulating equipment, which reproduced identification information from one quarter to the next from schedule cards. A few years later, fee card assessment was performed by staff members pulling pre-punched cards from which fee cards were prepared. Grade reports and some statistical reports were also prepared on the IBM pre-computer printing equipment in Data Processing. The experiment in the fall of 1955 to directly pull the course cards without a preliminary tally caused lines to develop, so the tally was re-instituted as a preliminary step to the card pulling. The course cards, which were distributed to the departments after the students paid fees, were used by the professors for reporting grades, a system which is still used in 1969. Charles McClintock, B.S. 1946, M.A. 1947, who had been working in the University Counseling and Testing Center, became Assistant Registrar in the latter part of 1955 to coordinate the Registrar's Office with Data Processing.

Students with bills and fines had not only been denied registration and transcripts as now but also did not have grades placed on their permanent records or permitted graduation until Dr. Thompson revised the penalties in the 1940's.

To coordinate admissions and registration, President Fawcett, M.A. 1937, established the position of Dean of Admissions and Registration in 1957 and appointed Dr. Thompson to it.

Mr. Varner Promoted to Registrar

Kenneth Varner, who had been Registrar at the University of Cincinnati and then Assistant Registrar at The Ohio State University to Dr. Thompson in 1956 upon the retirement of Miss Helen Clarke, became Ohio State's Registrar in 1958 and served in that capacity until September, 1964.

He arranged for the mechanical posting of the Registrar's and college offices' permanent records from a heat-transfer tape prepared by Data Processing. The point-hour computations were included, helping with honors lists and college offices with dismissals. Also, he microfilmed the pre-1950 census cards and established a schedule for routine filming of the schedule cards, fee cards, and course cards. (A new census card file had been started in 1950 and then a third one in 1960, which ended in 1967.)

During Varner's tenure, the branch campuses were founded and developed, i.e., Marion and Newark were founded in 1957, Mansfield shifted from Bowling Green to Ohio State in 1958, Lima was founded in 1961, and Lakewood was founded in 1964. Schedule packets, grade reports, and permanent records were continuously established by the Registrar's Office in Columbus, as today. Mr. Varner, Charles McClintock, Marguerite Fox, Bea Townsend, Isabelle Davis, Joan Lenhart, and others went to the campuses along with college office personnel, the Bursar, and book store representatives for a "walk-thru" registration until 1965.

Dr. Clark Becomes Registrar

Dean O. Clark, B.S. 1949, M.A. 1950, Ph.D. 1956, was named Registrar December 1, 1964, after a three-month period when Charles McClintock,

Associate Registrar since July, 1963, had served as Registrar in the interim. McClintock (Mac) was the first person at The Ohio State University to have the title of Associate Registrar and was assigned by Clark to coordinate the massive cyclical operations of schedule packet preparation and distribution, fee assessment and fee card mailing, grade report preparation and mailing, and related functions. .

Increasing enrollment was taxing the personnel, systems, and space. Instead of one administrator running the office as one division, Registrar Clark decided to coordinate portions of the office, each to be headed by an administrator responsible for compatible systems to the Registrar. More male administrative support was intended to aggressively tackle the systems problems and to diversity the image of the office. Efforts to computerize scheduling and other operations were continued.

With new computer (IBM 360, MOD 50) and new systems, grade reports were printed in an envelope already sealed, eliminating hand stuffing of envelopes. A closed course report was developed and distributed to college offices in order that no more students be erroneously placed in them and to cabinet members who might provide funds or change policies to reopen courses.

The space shortage in room 203 was so acute that the many drawer-type file cabinets were replaced with vertical mechanized equipment, which brought the file contents to the operator. The ten-foot high and other electrical files (pre-assembled) were spectacularly moved into room 203 through windows on the west side of the room in 1965. New counters were designed, which also served as desk stations for clerks when the counters were not used for public transactions. Ten public stations were established instead of the previous six, east of room 203.

The Selective Service Committee had been chaired by Mylin Ross, Dean of Men, during the Korean War and then shifted to the Registrar's Office, partially because students becoming 18 years old could register through the Registrar's Office with local boards. Clark was made chairman of the committee in the Autumn of 1965. As the Viet Nam affair involved more men, new reports coordinated by the Registrar's Office were required for deferring students. Adequate high rank in class or high test scores were involved in 1965-66, but these were then dropped for mere satisfactory completion of a year's work. College offices made decisions and wrote letters regarding individual problems within the framework of the Registrar's signature, forms, and mutually-agreed-upon practices.

The practice of the Columbus campus' personnel going to the branches was discontinued in 1965 when branch personnel were trained for this though records, grades, etc., continued to be produced in Columbus. Lakewood was shifted to Cleveland State University on July 1, 1966. The Wright State Campus opened in 1963 and became independent in 1967. The graduate program at Ellsworth Air Force Base in South Dakota was phased out in 1968.

University Reorganization

Because of significant growth of enrollment, faculty, curricula, etc., in the mid-1960's, on top of previous growth, major academic reorganization occurred, which seriously affected the Registrar's Office. The re-programming for the computer to reflect these changes delayed progress on computerizing scheduling, records, etc. Also, the reorganization changed the divisions in the recording and scheduling areas; many of the forms, files, and listings; the personnel they dealt with in college or school units on scheduling, Selective Service, records, etc.; and the categories for statistics.

In Autumn, 1965, occupational therapy from the Education College, medical illustrations partially from Fine Arts, and medical dietitics partially from Home Economics were grouped with the College of Medicine's physical therapy, medical technology, and nurse anesthesiology into the Allied Medical Services, a new administrative configuration in the College of Medicine. The name of the unit was changed to Allied Medical "Professions" in the Winter Quarter of 1968.

The office was similarly affected by the College of Biological Sciences being established with students in 1967 from departments formerly in the College of Agriculture and the Arts and Sciences. Majors of some kinds were transferred into it automatically but then transferred out, and a few insisted on receiving the Bachelor of Arts degree.

The most reorganization occurred in the College of the Arts and Sciences (probably explained in greater detail by those histories) in January of 1968, when they changed procedures and statistics for that Autumn Quarter and thereafter. Biology students were no longer in the college by that name but were, along with other students in the Arts and Sciences (except "Art"), in the College of the Arts and Sciences. The exception of "Art" being outside of the "College of the Arts and Sciences" included students in the fine arts, music, theatre, and dance. However, the schedule room, in preparing the master schedule of closing courses, etc., dealt with each individual college, i.e., Art, Biological Sciences, Humanities, Mathematics and Physical Science, and Social Sciences. Division within departments, such as fine arts, et. al., were already foreseen in 1969.

The Registrar's Office was similarly affected by the establishment of the Continuing Education Division enrollment unit in 1965. (Since October 1 of 1961, some students in various colleges had been classified as part-time

and Continuing Education students. The single term, part-time, had been used since 1958 when "twilight", the term used since 1942, was replaced with "part-time".) In 1965 the Columbus branch was created serving all colleges. Though the Columbus branch classes were primarily after 4:00 p.m. that year, it served students any hour in 1966-67, its last year of existence.

The branches for funding and certain policies were in the newly-created University College in 1966, but the students were advised and classified under other colleges until 1967. In 1967 branch students, Columbus freshmen undecided about their college, and freshmen preferring that college were in the University College. In the Summer of 1969 practically all freshmen, and all freshmen in the Autumn of 1969, are to be included in the University College. Orientation, scheduling, and other relationships with the undergraduate colleges change. The capacity of the buses emerged as a new constraint in scheduling.

When the building at the northeast corner of Neil and 17th Avenue, used by the School of Pharmacy until the new building was finished in the health service complex, was vacated in 1965, it was named Edith Cockins Hall in honor of the first Registrar, who died at the age of 89 in March of 1963. Some prominent friends of Miss Cockins in the community were disappointed that the Center for Tomorrow was not named after her because of her role in alumni affairs, alumni records, the Sunset Supper, Ohio State Day, her influence with Mr. Mershon, etc., and efficiency as Registrar.

The Registrars have answered administratively to different superiors. Originally, Miss Cockins answered to the President--James H. Canfield, 1895-1899; William Oxley Thompson, 1899-1925; George W. Rightmire, 1926-1938; William McPherson, Acting President, 1938-1940; and Howard L. Bevis, 1940-1944. The Registrar, Dr. Ronald B. Thompson, in 1944 answered to the Vice President

for Student Affairs, Bland L. Stradley, until Stradley's death in 1956. When Registrar Ronald B. Thompson became Executive Dean in 1957, he was the Registrar's superior (of Varner and then Clark) until reorganization in August of 1968. In August of 1968 the Vice Presidency for Student Affairs was re-established and became the office, occupied by John T. Mount, to which the Registrar (Clark) then answered.

III. PRESENT STATUS AND FUTURE PLANS

Since the University is still growing rapidly in size and complexity, the large clerical staff and machine systems need more improvement.

Administrative Divisions and Their Objectives

In April of 1965, an administrative position had been established in the schedule room and filled by Weldon Ihrig, B.E.E. 1961, M.B.A. 1963, to put the scheduling of students on the computer. New systems were designed for the total Registrar's Office and related offices. For example, though enrollment totals were accurate, the majors of undergraduates or graduates were not indicated. This influences the perception of enrollment. (For instance, the largest group of graduate students is in Education, but this is not noted, and it is not adequately financed for staff, classrooms, etc.) The proposed new system would make this visible and supply much other new data.

The related systems analysis outside of the Registrar's Office prompted Vice President Mount in the Summer of 1968 to have Mr. Ihrig work on systems for all of the Student Affairs area. Dr. Bruce Bursack, Ph.D. 1969, was hired in July, 1968, to replace Mr. Weldon Ihrig as head of the schedule room. Dr. Bursack is continuing research and efforts to computerize the scheduling, which is expected to give instructional departments a chance to readjust the master schedule to serve more students after the student requests are considered. The big problem in the Summer of 1969 is scheduling students on the West Campus who also have courses on the East Campus.

Also, in April of 1965, an administrative position had been created in the statistics and residency division to concentrate on the changing reporting requirements of the newly-created Board of Regents. An auditor

from the Regents, Robert Lenhart, so far matches the elaborate report, on which state aid is based, with the Registrar's activated (by fee payment) schedule cards and permanent records. This position was first filled by Robert Clough in 1965 and then succeeded by Furman Allen in 1966. Mr. Allen has implemented changes in the residency rules, which were altered by the Board of Regents to make full-time workers in the state residents immediately rather than wait a year. He has also been given responsibility for being personnel director of the Registrar's Office.

When Miss Marguerite Fox had retired in June of 1965 after 41 years of service as head of the recording and eligibility division, she was replaced by Mrs. Alice Mielke, (former Registrar of Ashland College), who stayed until her husband finished his graduate work in 1966. Mrs. Beatrice Townsend, B.S. 1934, who had successfully headed the fee assessment and adjustment division at the counter, was made head of the recording and eligibility division, where she stayed until she and her new husband (Kenneth Broesamle, D.D.S. 1932) moved to San Diego in late summer of 1967. She was replaced by Mrs. Jane Oech in August that year. Plans were being made to produce by computer the permanent record new each quarter. When the data is retrievable mechanically, it can be accessed by persons in the Registrar's Office and appropriate college office personnel to speed decision making and reduce paper work. Athletic and membership eligibility are performed by hand, much like they were for "Chic" Harley, et. al., but may be machine assisted.

William Thomas, B.S. 1966, was hired to head the transcript division, which was experiencing increased activity, impacted working conditions, and expected to microfilm its and the Admissions Office's initial records for security and rapid retrieval. The permanent records were divided

into two segments, those before Summer of 1963, now called old, and those after Spring of 1963, now called recent. (The records of students currently enrolled always form an ever-changing third generation.) The recent ones, with the respective admissions records, are stored on the same microfiche (composite of images) in a complex microfilm retrieval unit expected to be in operation in the Centennial year. Security copies are located outside of the building, in case of fire, flood, or other disaster.

Re-unification of Space

Plans had been made in 1965 to re-unite the fragmented Registrar's Office in a new building, also serving the Admissions and related offices, in the space between the Student Services Building and the President's residence. When the plans for the President's new residence were dropped in 1966, plans for a new Registrar's Office could not be implemented. However, a program of requirements, with subsequent revisions, still exists as well as hope for a unified space, which would reduce the "run-around" for students and employees. Another characteristic would be that the space be cheerful and pleasant to visitors as well as employees since most visitors arrive because of some frustration or problem and both the staff and the visitor can be more efficient and human in attractive (less crowded) surroundings.

Other Projects

In 1967 a general orientation manual was developed for the office; and efforts began for detailed manuals for sections of the office, including records and transcripts. These manuals are expected to assist in examining, standardizing, and improving procedures.

In the Spring of 1968, the first annual Edith Cockins Award was given to Margaret Bazler and in 1969 to Joan Lenhart. This award was

donated by the Class of 1916 in honor of Miss Cockins, the first Registrar, fondly remembered by that class.

In addition to the challenge of increasing work load is the problem of maintaining human relations under the stress. Discussions take place regarding how to speed service and be just to youth and others without being curt.

Fair employment is not just a new concern. As early as 1946, Registrar Thompson hired Betty Lane and another black. Varner hired Elizabeth Barnes (later became Mrs. Washington), Janice Walker, Yvonne LaBoy, etc., and Clark continued the practice with Jesse Goins, Sandra Ragland, Ruth Muse, et. al., before official surveys of the phenomenon occurred. Also, starting with Adrienne Hulse's suggestion in 1966, the whole staff made major contributions for Christmas to disadvantaged families before official University programs for disadvantaged students were delineated.

To prevent racial discrimination, the much earlier practice of placing an identification mark on the permanent student records had been discontinued around the time of World War II, but serious talk now concerns some indication of race in order to measure more sophisticated kinds of integration, such as "continued" success or graduation, and success after graduation. Other changes in urban education will probably be reflected by the office. The records and personnel are frequently involved in research on this and other problems, e.g., the quality of the student's success is often the grades shown on the permanent record or his mere continued enrollment. .

The office expects to continue to reflect social improvements in its policies and practices. Increasing sensitivity regarding the privacy of student grades culminated in a formal statement of policy (see Appendices) in June, 1967, and tighter practices regarding release of transcripts or grades.

What at first seem like isolated, interesting incidents reflect social trends, becoming more common and which may require new policies. Though names change regularly to reflect marriage or divorce, the one officially changed because of change of sex shocked us at first. Another student flew up from Florida in 1969 allegedly especially due to post-hypnotic suggestion from 1944, to see the Registrar, who was expected to recognize her drawing of a fish on a small card. Such "anomalies", as well as famous people, have made the office an interesting place to work; and we think it will continue to be, in spite of mechanization, because so many students, faculty, and alumni are involved. Also, the office still cares for the records of, and therefore corresponds about, students of former years, whether alumni or not, e.g., James Thurber, Jesse Owens, George E. Mueller, James F. Lincoln, Jean Peters, and over 350,000 others. Many of the students, some who become very famous, do not graduate. To some critics believing in very selective admissions and retention, the many drop-outs, more than one half, represent a waste. However, we cannot tell which students will contribute the most in eliminating war, poverty, pollution, etc. We carefully preserve the records of all regardless of whether they graduated or belong to the Alumni Association.

Certification of attendance to assist students in securing home-town bank loans, social security benefits, etc., also started recently as a unusual phenomenon but has rapidly grown. As fees increase (from \$5 to about \$200 per quarter), perhaps the external aid requiring Registrar's certification may grow further. Starting in 1967, the Registrar advocated in AACRAO that a nation-wide, multi-purpose form be devised for this purpose. In 1968, Gayle Wilson (from the University of Michigan), President of AACRAO, asked Clark to continue these efforts--at least in the Big Ten. In April of 1969, Douglas Connors, Executive Secretary of AACRAO, asked

him to serve as the Association's liason officer with the Social Security Administration to explore bringing this about.

Cooperation with CIC (Committee on Institutional Cooperation) universities and other Ohio institutions are reflected in the Registrar's Office. Also, social changes affecting university reorganization are expected to change our practices and organization. Campus opinions change regarding grades reflecting the national tendency toward pass/non-pass, etc. There is increasing pressure against recording unpleasant data. Proposals for more generous withdrawal and dismissal policies and grades not included in the point average, may ultimately result in records reflecting only positive achievements.

Registrar's personnel and space were only obliquely and incidently involved in student demonstrations, such as the sleep-in in 1966 (what an odor the following morning!) and the racial incident on April 26, 1968; but the office tries to minimize frustrations to help prevent other disruptions of service.

In the late 1960's, the typical employee of the office is a Clerk-Typist II or III, who has no college coursework and who stays for only a year or two because of marriage, children, higher pay elsewhere, or wanderlust. However, with continuous records of every student and the long service of some key employees, the office represents a continuity rare in a turbulent sea of change, including rapid turnover of students as well as employees and university reorganization. This continuity seems desirable to counteract the "granular dissassociation" which seems so rampant. New kinds of continuity are necessary since much of ours is from a previous perspective.

For example, the degree file reflected in 1969 the names of Bob Hope, L.P.D. 1969 (Honorary) and Vice President Agnew, LL.D. 1969 (Honorary),

but in the same way as for Charles Kettering, M.E. 1904, D.E. 1929 (Honorary); Jerome Lawrence, L.H.D. 1963; Curtis LeMay, B.C.E. 1932, D.S. 1962; Milton Caniff, B.A. 1930; etc., and all other ones from the beginning of the University. Also, though the "place" of degree presentation may vary, as with Prem Nath Thapar, D.S. 1969 (Honorary), whose degree was presented in India by Dr. Mervin Smith (Ohio State University official involved in the AID project there); the record for this 1969 degree looks similar as for others. Likewise, the continuous series of degree recipients includes the degree for Sir Charles Haynes Wilson, LL.D. 1969, who received his degree in a special ceremony at the Faculty Club on April 9. The office develops a regular way of handling irregular events so that almost nothing is irregular. However, new means of "accessing" files for special kinds of "newly significant" information are necessary. The "random access" aspect of computerized information seems desirable for rapid but not entirely predictable searching of current files so voluminous that they are no longer practical to completely peruse.

The office makes significant data contributions, especially to the graduate, education, and psychology students and professors, regarding student trends and characteristics.

By hiring research assistants and including them in decision making and the professional activities, the office plans to make a contribution to the professional training of personnel for this and similar offices. In 1966-67, Captain Joe Fishburne, M.A. 1967, a part-time graduate student, was hired, who later became Assistant Registrar at the West Point Military Academy. In 1967-68 and 1968-69, experience and training was provided for Richard Durfee, M.A. 1969, who in April of 1969 became Assistant

Registrar at Johns Hopkins University. Thus, it is expected that the office will respond to the agony and ecstasy of growth and technological revolution by making change its servant and using change to educate citizens for the future, consistent with the purpose of the University.

Miscellaneous Goals

Goals not already mentioned include:

To facilitate each student's access to learning, courses, graduation, etc., to the extent that he never needs to visit any part of the office because he registers by mail. (Mail seems to provide accessibility and also to eliminate the unpleasantness involved in inevitable queuing.)

To make the office more human and friendly with friendly personnel, systems, and forms.

To provide more accurate and more comprehensive data quicker.

To innovate with a combination of the computer information and televised microfilm documents to quickly ascertain what connection any person has or has had with the University.

To develop a long-range, comprehensive plan for upgrading all classrooms.

To assist others in making the University course predictions and publications accurate enough that students are not surprised at being denied any course.

To help make the several grading systems more compatible and more satisfactory.

To involve citizens in visiting classes (by picking up a special schedule card with explanations) to improve understanding and financial support.

To help students pay the higher fees by encouraging student planning and "perhaps" by assessing them according to their ability to pay and

permitting payment on the installment plan.

To continue building of the history of the office and of the University by sending appropriate documents to University Archives; photographs to Photographic History; preserving appropriate records, artifacts, informal snapshots, etc.; taping interviews of significant personalities; and generally expressing interest in "keeping all the records accurate".

APPENDIX A

HISTORY OF MARKING AND GRADING SYSTEMS

1. Entries used in the "Ohio Agricultural and Mechanical College Register" September 1873-January 1881:*

Passed
Failed
Conditional (Similar to incomplete)
P.W.M. (Passed with merit)

2. Subsequent registers of The Ohio State University cover the period 1861-1889 with occasional entries up through 1894 and contain these marks:

Passed
Failed
Conditional
Absent
Credit (First appears about 1890 and was probably "entrance" credit)

3. The first individual permanent academic record cards were made about 1890, although the registers were still in use. Academic record cards for the period 1890-1922 contain the following entries:

a. 1890-1894

M - Passed with merit
Cr - Credit
P - Passed
C - Condition
F - Failed
/(red) - Condition removed
X(red) - Condition changed to Failure

b. 1895-1906

M - Passed with merit
K - Passed with (entrance) credit
P - Passed
C - Conditioned
F - Failed

c. 1907-1913

M - Passed with merit
K - Entrance credit for work done elsewhere
P - Passed
C - Conditioned
F - Failed

*Name of institution actually changed to The Ohio State University in 1878.

d. 1914-1922

- M - Passed with merit
- G - Good
- A - Average
- P - Passed
- C - Conditioned
- F - Failed
- K - Cetrance credit for work done elsewhere

(Wording is from academic record)

3. Beginning July 1, 1922, and revised through the present as shown:

- A - Excellent
- B - Good
- C - Average
- D - Poor but passing
- E - Failed
- Em - Examination credit
- Inc - Incomplete
- K - Transferred credit (retained fro the old system)

a. August 1955

- F - Filed absent (E Abs)
- I - Incomplete
- N - None Required
- P - Progress
- R - Final mark will be reported at end of sequence
- S - Satisfactory
- T - Temporarily excused
- U - Audit
- X - Permanently excused

b. October 1958

- R - Registered to audit ("R-Final Mark" and "U-Audit" are canceled)

c. February 1961

- A - Highest quality
- B - Second quality
- C - Third quality
- D - Lowest quality

d. September 1963

- H - Honors (Medicine only)
- S - Satisfactory (Graduate and Medicine only)

e. September 1967

Student teaching added to the categories of courses in which S must be used instead of A, B, C, or D.

f. September 1968

PA and NP for 15 hours of elective, also in Health, Physical Education, and National Defense courses.

APPENDIX B

REGISTRARS AND LONG-SERVING PERSONNEL OF THE OFFICE, ETC.

1. Registrars

- a. Edith D. Cockins, 1895-1944
- b. Ronald B. Thompson, 1944-1957
- c. Kenneth R. Varner, 1957-1964
- d. Dean O. Clark, 1964-

2. Long-Serving (at least 20 years of relationship) Personnel of the Registrar's Office

- a. Ruth Agler, 1918-1946
- b. Margaret Bazler, 1926-
- c. Dorothea Buckley, 1926-
- d. Helen Clarke, 1913-1956
- e. Irene Coffey, 1949-
- f. Floy Core, 1925-1961
- g. Marguerite Fox, 1924-1965
- h. Josephine (Richardson) Hough, 1926-1961
- i. Theola Krumm, 1944-1968
- j. Mary (Bowers) McCoy, 1947-
- k. Mary McElhiney, 1943-1965
- l. Edna Payne, 1947-1969
- m. Beatrice (Townsend) Broesamle, 1947-1967
- n. Bonnie Woodbury, 1920-1956
- o. Ethel Woodbury, 1916-1953

3. Some Other Persons Who Worked in the Registrar's Office

- a. Harriet Day Bricker, later wife of the Senator and Trustee
- b. Helen A. Cameron, later Ohio State University professor of economics
- c. Christine Yerges Conaway, later Secretary of the Arts College and Dean of Women
- d. Jean (Mrs. Archer) Wade Reilly, later Alumni Association officer and recipient of the Distinguished Service Award

4. As a student, Foy Kohler, later ambassador to Russia, regularly acquired addresses and information from the Registrar's Office for public relations where he worked.

APPENDIX C

Publications after Joining Staff

Cockins, Edith D., Ralph Davenport Mershon, Portland, Maine, The Anthoensen Press, 1956.

Thompson, Ronald B., "College Age Population Trends", AACRAO Special Projects Committee, Washington, D.C., 1954.

"The Impending Tidal Wave of Students", AACRAO Special Projects Committee, Washington, D.C., 1955.

"The Problems of Rising College Enrollments", College Blue Book, New York, 1959.

"Enrollment Projections for Higher Education", AACRAO 1961-1978, Washington, D.C., 1961.

"Meeting Ohio's Needs in Higher Education", Ohio College Association, Delaware, Ohio, 1956.

"Efficient Plant Utilization", AACRAO, College and University, Winter, 1957.

"Suggested Procedures for Student Admission, Registration, and Record Keeping in the New Indian Universities", The Ohio State University-AID Mission to Indies, New Delhi, 1964.

Varner, Kenneth R., "Have You Considered Registration by Mail?", AACRAO, College and University, Autumn, p. 68-71, 1962.

Clark, Dean O., "Target: Scholarship, A Position Program for Lagging Grade Averages", The Logos, Fort Collins, October, 1965.

"Ohio State Computer Feeds Stream of Business Reports", American School and University, New York, October, 1967. (with Gordon B. Carson)

"Report on Scholarship", The Logos, Fort Collins, October, 1967.

"Action Between Meetings", Ohio Parent-Teacher, Columbus, October, 1967.

"Summary of Alpha Kappa Lambda Scholarship", The Logos, Fort Collins, November, 1968.

"Information Management Concepts", Report of the Electronic Computer Committee, AACRAO, April, 1969. (with William C. Price and others)

Bursack, Bruce A., "Utilizing Item Sampling Techniques to Scale Affective Reactions to Mathematics", Unpublished Doctoral Dissertation, The Ohio State University, 1969.

Durfee, Richard F., "Implementation of Management Data Systems", Unpublished Masters Thesis, The Ohio State University, 1969.

From 1945-46 through 1967-68, these were published each year in hard cover and soft editions of approximately one hundred pages, an Annual Report of the Registrar and Director of Admissions.

1945-46 through 1956-57 Ronald B. Thompson, Registrar and University Examiner

1957-58 through 1963-64 Kenneth R. Varner, Registrar and L. Lloyd Sprouse, University Examiner¹

1964-65 through 1965-66 Dean O. Clark, Registrar and L. Lloyd Sprouse, Director of Admissions²

1966-67 through 1967-68 Dean O. Clark, Registrar and Ted R. Robinson, Director of Admissions

¹Director of Admissions in 1963-64

²Registrar assisted by Mary McCoy in 1964-65 and by Robert Clough in 1965-66.

³Registrar assisted by Furman Allen

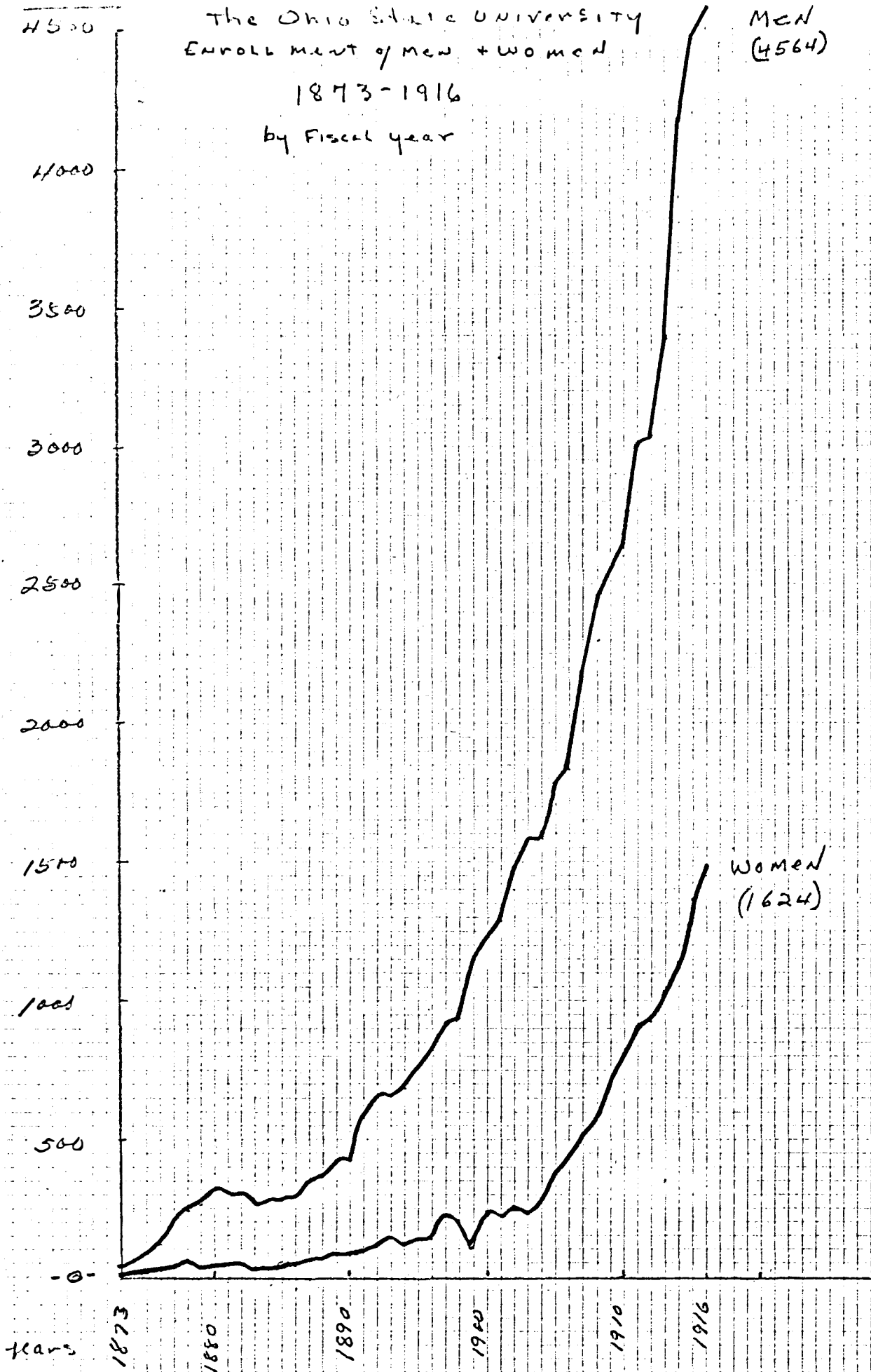
APPENDIX D

Student Enrollment by Fiscal Year The Ohio State University 1873-74 to 1968-1969

Year	Men	Women	Total	Year	Men	Women	Total
1873-1874	45	5	50	1921-1922	6428	2422	8850
1874-1875	61	7	68	1922-1923	6693	2802	9495
1875-1876	89	16	105	1923-1924	7070	3403	10473
1876-1877	122	20	142	1924-1925	7713	3747	11460
1877-1878	216	38	254	1925-1926	7835	3896	11731
1878-1879	247	53	300	1926-1927	8272	4024	12296
1879-1880	263	39	302	1927-1928	8746	4300	13046
1880-1881	328	37	365	1928-1929	9084	4573	13657
1881-1882	307	45	352	1929-1930	9691	4804	14495
1882-1883	307	48	355	1930-1931	10225	4901	15126
1883-1884	261	38	299	1931-1932	9956	4933	14889
1884-1885	285	38	323	1932-1933	9167	4629	13796
1885-1886	286	45	331	1933-1934	8285	4183	12468
1886-1887	297	47	344	1934-1935	9145	4360	13505
1887-1888	350	51	401	1935-1936	10330	4726	15056
1888-1889	366	59	425	1936-1937	11379	5291	16670
1889-1890	426	67	493	1937-1938	11648	5763	17411
1890-1891	426	67	493	1938-1939	12164	5903	18067
1891-1892	582	82	664	1939-1940	12277	5726	18003
1892-1893	658	112	770	1940-1941	12006	5562	17568
1893-1894	655	145	800	1941-1942	10265	5301	15566
1894-1895	686	122	808	1942-1943	9483	5395	14878
1895-1896	760	130	890	1943-1944	4649	5576	10225
1896-1897	825	144	969	1944-1945	4844	6704	11548
1897-1898	921	229	1150	1945-1946	13475	8694	22169
1898-1899	944	205	1149	1946-1947	23279	8317	31596
1899-1900	1144	108	1252	1947-1948	23381	7774	31155
1900-1901	1223	242	1465	1948-1949	22508	7104	29612
1901-1902	1287	229	1516	1949-1950	21691	6599	28290
1902-1903	1482	253	1735	1950-1951	19380	6568	25948
1903-1904	1580	247	1827	1951-1952	17475	6317	23792
1904-1905	1580	290	1870	1952-1953	17270	6666	23936
1905-1906	1773	384	2157	1953-1954	17986	7014	25000
1906-1907	1832	445	2277	1954-1955	18362	7556	25918
1907-1908	2165	521	2686	1955-1956	20115	7806	27921
1908-1909	2454	596	3050	1956-1957	20643	7812	28455
1909-1910	2556	719	3275	1957-1958	20383	8182	28565
1910-1911	2629	810	3439	1958-1959	20472	8681	29153
1911-1912	3017	911	3928	1959-1960	19968	9122	29090
1912-1913	3037	932	3969	1960-1961	21341	10194	31535
1913-1914	3392	1043	4435	1961-1962	23540	11807	35347
1914-1915	4189	1143	5332	1962-1963	25821	13029	38850
1915-1916	4467	1355	5822	1963-1964	28039	14207	42246
1916-1917	4564	1624	6188	1964-1965	29789	16278	46067
1917-1918	3448	1702	5150	1965-1966	33732	18812	52544
1918-1919	4126	1699	5825	1966-1967	32039	18885	50924
1919-1920	5751	2066	7817	1967-1968	32675	19450	52125
1920-1921	6030	2283	8313	1968-1969	34597	20635	55232

*Note: The numbers of men and women from the 1891-92 fiscal year through the 1916-17 fiscal year are approximations. They are correct to less than 1%.

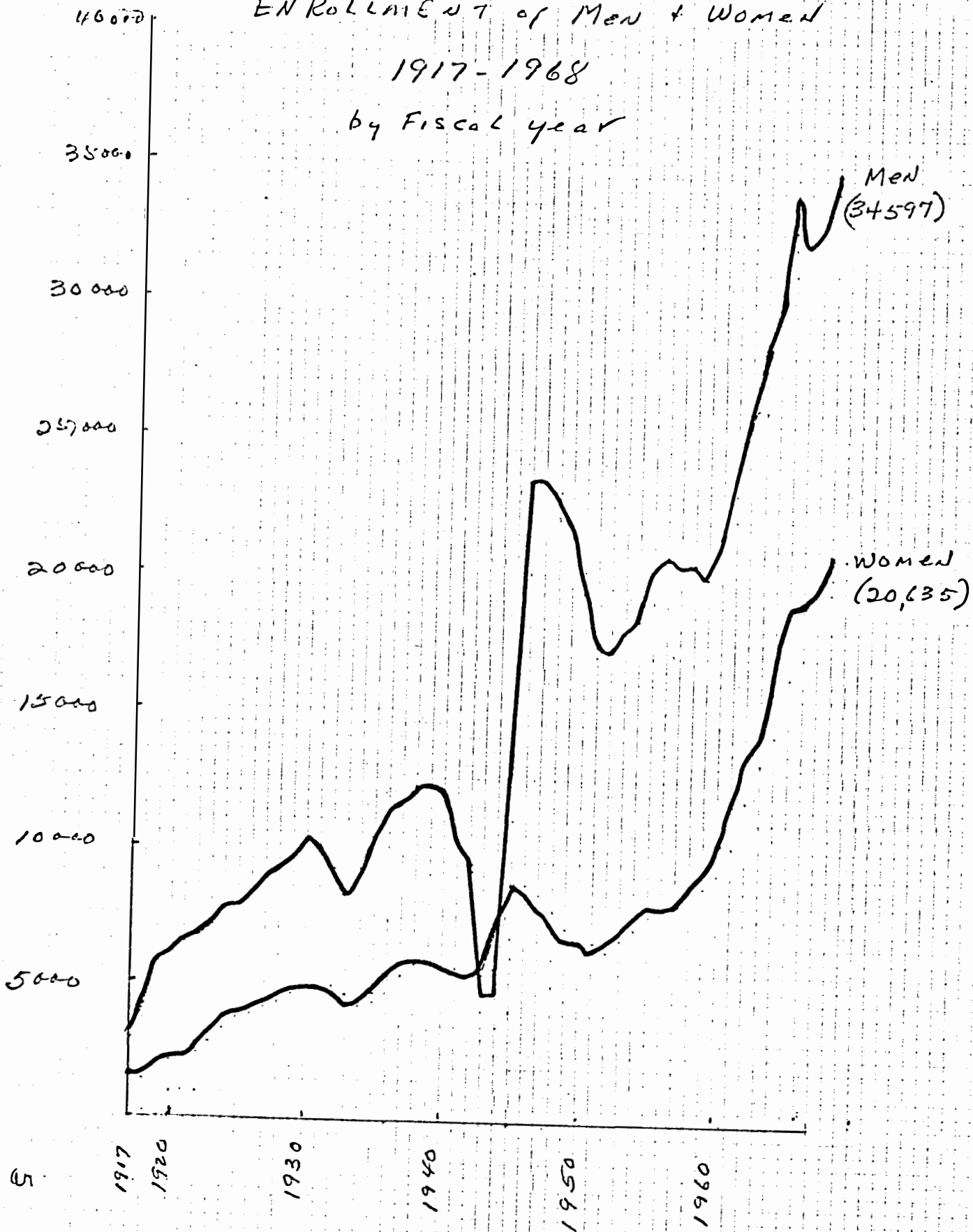
The Ohio State University
Enrollment of men + women
1873-1916
by Fiscal year



Students

The Ohio State University ENROLLMENT of Men + Women

1917-1968
by Fiscal year



APPENDIX E.

Enrollment at The Ohio State University
by Quarter, Term or Semester

Summer

1902-3	24	(1735 FY)		
1903-4	104	(1827 FY)		
1904-5	106	(1870 FY)		
		1st Term	2nd Term	3rd Term
1905-6	296	1914		
1906-7	389	1954	1614	1504
1907-8	425	2125	1887	1726
1908-9	503	2442	2157	2096
1909-10	642	2644	2279	2151
		1st Semester	2nd Semester	
1910-11	637	2803	2546	
1911-12	766	3085	2767	
1912-13	600	3274	3169	
1913-14	703	3708	3337	
1914-15	940	4410	-	
1915-16	1029	4897	4590	
1916-17	1181	5077	-	
1917-18	900	4187	3477	
1918-19	911	4349	3467	
1919-20	1240	6608	6019	
1920-21	1409	7156	6727	
1921-22	1562	7639	-	
	Summer Qtr	Autumn Qtr	Winter Qtr	Spring Qtr
1922-23	1942	7914	7630	7041
1923-24	2419	8360	8247	7613
1924-25	2745	8951	8773	7968
1925-26	2826	9008	8697	7962
1926-27	2789	9377	9049	8390
1927-28	3029	10183	9566	8898
1928-29	3511	10416	9722	9066
1929-30	3871	10655	9951	9472
1930-31	4487	10852	10338	9872
1931-32	4845	10795	10157	9716
1932-33	4448	10166	9394	8916
1933-34	3384	9449	8730	8551
1934-35	3693	10159	9707	9298
1935-36	4100	11400	10947	10319
1936-37	4855	12508	11892	11162
1937-38	5265	12826	12326	11680
1938-39	6054	13155	12401	11691
1939-40	5799	13227	12469	11778
1940-41	5522	13007	12160	11244
1941-42	4500	11730	10712	9996
1942-43	7026	11152	9746	6338
1943-44	4876	6445	5862	5517
1944-45	4459	8876	8143	7653
1945-46	4732	12015	13844	16148
1946-47	11483	24867	24273	23283
1947-48	12531	25403	23700	22487
1948-49	10686	23848	21994	20820

Enrollment at The Ohio State University
by Quarter, Term or Semester
cont'd

	Summer Qtr	Autumn Qtr	Winter Qtr	Spring Qtr
1949-50	9376	22538	20910	19560
1950-51	8381	20512	18218	17237
1951-52	7706	18618	16595	15876
1952-53	6177	19652	16688	16453
1953-54	6257	20349	17768	17131
1954-55	6722	21744	18838	18157
1955-56	6909	21744	20191	19177
1956-57	6967	22470	20769	19640
1957-58	7131	22615	20972	19982
1958-59	7792	23253	21458	20226
1959-60	7872	23260	21528	20487
1960-61	8069	25151	23532	22879
1961-62	9409	27565	26252	25161
1962-63	10173	30500	29001	27882
1963-64	10982	33284	31328	30038
1964-65	12165	36820	34520	32968
1965-66	14377	40277	37527	35793
1966-67	14390	41207	37771	36100
1967-68	14351	42700	40108	38201
1968-69	15075	45262	42626	41032

Student Fees

The Ohio State University began charging fees for the 1873-1874 academic year. The fee at that time was \$5.00 per semester. This \$5.00 fee remained in effect until the 1901-1902 academic year when it was raised to \$6.00 per semester. In 1910 a non-resident fee of \$5.00 per semester was charged for the first time and the resident fee was raised to \$10.00 per semester.

In 1914-15 resident fees were raised to \$15.00 per semester and in 1921-22 they were raised to \$20.00. At the time the quarter system was adopted (1922-23), they were adjusted to \$15.00 per quarter. In 1928-29 they were raised to \$20.00 per quarter and remained at that level until 1947-48 when they were increased to \$30.00. Since 1947-48 the increase has been much more rapid (by a factor of 5.67) to the present \$170.00 per quarter.

The non-resident fees were stable for the first 10 years. In 1920-21 they were raised to \$25.00 per semester. Since then they have always exceeded the resident fees and at times were $2\frac{1}{2}$ times the resident fees.

The discussion this far has concerned the Columbus campus, undergraduate, full-time student. There have been separate fee structures for various areas such as Summer Session, Twilight Schools and Branch Campuses as well as for the Professional Colleges and the Graduate School.

Since 1922 the fees for Summer Quarter have been assessed the same as all other quarters. There is the additional element of the two terms. The fees for term students have been $\frac{1}{2}$ of the quarter fees. In 1895 the Summer fee was \$5.00 for each 5 hour course; in 1896 it was \$7.50; \$12.50 and \$16.00 for one, two or three five hour courses. In 1897 the fee was \$15.00 for 15 credit hours or less and \$1.00 per credit hour for all over 15 credit hours. There is no Summer Session listed in the catalogs from 1900 to 1905. In 1906 the fee was \$6.00 for the session and in 1912 this was raised to \$8.00 per session and stayed at that figure until 1922.

Twilight Schools started in the 1941-42 school year. The fees were based on the number of courses until 1958-59 when a student could take 6 hours or less for one half the full-time student fees both resident and non-resident. The Twilight School was discontinued after the 1960-61 school year at which time all students in Columbus were enrolled as either part-time (6 hours or less) or full-time students.

When the first Branches were established 1957-58, the fees there were assessed by credit hours. This was changed in the 1964-65 school year when the fees at all campuses were the same with the exception of Wright Field which still continues to assess fees by the cost per credit hours.

The incidental fees in the Graduate School were the same as the Undergraduate colleges from its establishment in 1911-12 through 1946-47. From 1947-48 through 1954-55 the incidental fee was \$20.00 per quarter. From 1955-56 to the present the fees have been the same as the undergraduate colleges. The non-resident fee has always been the same as the undergraduate colleges.

The fees for Pharmacy were the same as the Undergraduate college from its establishment in 1885-86 through 1947-48. Since that time the Pharmacy incidental fee has been \$5.00 more per quarter than the Undergraduate colleges. The non-resident fee has been the same as for the Undergraduate colleges.

Generally speaking the non-resident fees for the Professional Schools and Colleges have been the same as for the Undergraduate Colleges. The incidental fee, however, has differed considerably within the professional areas and from the Undergraduate colleges.

Student Fees

<u>Year</u>	<u>U.G.</u>	<u>MED</u>	<u>LAW</u>	<u>Den</u>	<u>OPTOMETRY</u>	<u>V. MED</u>	<u>U.G. Non-Res.</u>
1874-75	5.00						
1885-86	5.00	50.00					
1891-92	5.00	50.00	5.00				
1896-97	5.00	50.00	30.00				
1901-02	6.00	50.00	30.00				
1910-11	10.00	50.00	30.00		Rank 1 & 2	Rank 3 & 4	5.00
1914-15	15.00	50.00	30.00	50.00			5.00
1916-17	15.00	50.00	30.00	50.00	15.00	50.00	
1920-21	15.00	75.00	30.00	50.00	15.00	50.00	25.00
1921-22	20.00	75.00	30.00	50.00	20.00	50.00	50.00
(1) 1922-23	15.00	50.00	20.00	15.00	15.00	35.00	35.00
1925-26	15.00	25.00	35.00	15.00	15.00	35.00	35.00
1928-29	20.00	25.00	35.00	15.00	20.00	35.00	35.00
1931-32	20.00	25.00	35.00	15.00	20.00	35.00	50.00
1933-34	20.00	35.00	35.00	15.00	20.00	35.00	50.00
1938-39	20.00	35.00	35.00	15.00	50.00	(2)	50.00
1946-47	20.00	35.00	35.00	15.00	20.00		50.00
1947-48	30.00	35.00	35.00	35.00	35.00		75.00
1948-49	30.00	35.00	35.00	35.00	35.00	35.00	75.00
1952-53	35.00	40.00	35.00	35.00	40.00	35.00	75.00
1953-54	35.00	40.00	40.00	35.00	40.00	40.00	75.00
1954-55	45.00	50.00	50.00	50.00	50.00	50.00	85.00
1955-56	63.00	175.00	75.00	165.00	100.00	90.00	125.00
1956-57	75.00	187.00	87.00	175.00	112.00	107.00	125.00
1958-59	90.00	210.00	99.00	210.00	127.00	125.00	125.00
1959-60	90.00	210.00	112.00	210.00	127.00	125.00	125.00
1960-61	100.00	220.00	122.00	220.00	137.00	140.00	125.00
1961-62	100.00	220.00	123.00	220.00	137.00	140.00	125.00
1962-63	110.00	230.00	133.00	230.00	147.00	150.00	150.00
1963-64	125.00	245.00	155.00	240.00	162.00	165.00	165.00
1966-67	150.00	270.00	178.00	270.00	188.00	190.00	186.00
(3) 1967-68	165.00	810.00 (4)	180.00	270.00	188.00	190.00	186.00
(3) 1968-69	170.00	930.00	205.00	290.00	208.00	210.00	200.00

(1) Quarter system established

(2) The same fee for all Optometry students from this year on

(3) Fees were raised effective Winter Quarter

(4) Fees assessed on Annual basis with Rank 1 & 2 paying each quarter and rank 3 & 4 paying twice a year.

Branch Campus Fees

	Undergraduate	Graduate	Cincinnati	Wright Field	Maximum
1957-58	\$10.00	\$15.00	\$	(1)	\$
1959-60	10.00	15.00		(1)	90.00
1960-61	10.00	18.00		(1)	100.00
1961-62	12.00	18.00	18.00	\$30.00	
1963-64 (2)	14.00	21.00	21.00	30.00	
1964-65	Same as for Main Campus			30.00	
1966-67				35.00	

(1) The same as twilight school

(2) For non-residents add \$18.00 per credit hour for 1-8 credits. \$165.00 for 9 or more credits.

Twilight School

	<u>One Course</u>	<u>Two Courses</u>	<u>6 hrs or less</u>	<u>Non-Resident</u>
1941-42	\$10.00	\$15.00		
1954-55	20.00	25.00		
1955-56	32.00	37.00		
1958-59	-	-	\$45.00	\$63.00
1960-61			50.00	63.00

APPENDIX G

SECTION VI

SUMMARIZATION OF ALL DEGREES CONFERRED BY THE OHIO STATE UNIVERSITY SINCE ITS BEGINNING

TOTAL DEGREES CONFERRED AT THE OHO STATE UNIVERSITY

1877-1878....	6	1908-1909....	339	1939-1940....	2,827
1878-1879....	7	1909-1910....	370	1940-1941....	2,780
1879-1880....	9	1910-1911....	422	1941-1942....	2,521
1880-1881....	8	1911-1912....	501	1942-1943....	2,108
1881-1882....	9	1912-1913....	515	1943-1944....	1,483
1882-1883....	11	1913-1914....	620	1944-1945....	1,572
1883-1884....	12	1914-1915....	793	1945-1946....	1,548
1884-1885....	16	1915-1916....	902	1946-1947....	2,793
1885-1886....	18	1916-1917....	941	1947-1948....	4,495
1886-1887....	24	1917-1918....	626	1948-1949....	5,564
1887-1888....	28	1918-1919....	537	1949-1950....	5,764
1888-1889....	26	1919-1920....	877	1950-1951....	5,162
1889-1890....	30	1920-1921....	1,083	1951-1952....	4,230
1890-1891....	36	1921-1922....	1,152	1952-1953....	3,703
1891-1892....	61	1922-1923....	1,431	1953-1954....	3,588
1892-1893....	80	1923-1924....	1,382	1954-1955....	3,483
1893-1894....	70	1924-1925....	1,615	1955-1956....	3,779
1894-1895....	112	1925-1926....	1,611	1956-1957....	3,910
1895-1896....	118	1926-1927....	1,590	1957-1958....	4,127
1896-1897....	135	1927-1928....	1,755	1958-1959....	4,429
1897-1898....	126	1928-1929....	1,920	1959-1960....	4,309
1898-1899....	99	1929-1930....	2,050	1960-1961....	4,353
1899-1900....	137	1930-1931....	2,308	1961-1962....	4,465
1900-1901....	135	1931-1932....	2,487	1962-1963....	4,530
1901-1902....	141	1932-1933....	2,427	1963-1964....	5,210
1902-1903....	171	1933-1934....	2,155	1964-1965....	5,859
1903-1904....	199	1934-1935....	2,134	1965-1966....	6,403
1904-1905....	209	1935-1936....	2,135	1966-1967....	6,901
1905-1906....	225	1936-1937....	2,310	1967-1968....	7,498
1906-1907....	254	1937-1938....	2,638	1968-69	
1907-1908....	287	1938-1939....	2,923	1969-70	

Total166,734

APPENDIX H

DEGREES OFFERED AT THE OHIO STATE UNIVERSITY

GRADUATE SCHOOL

Doctor of Philosophy	Ph.D.
Master of Accounting	M.Acc.
Master of Architecture	M.Arch.
Master of Arts	M.A.
Master of Business Administration	M.B.A.
Master of City Planning	M.C.P.
Master of Education	M.Edu.
Master of Fine Arts	M.F.A.
Master of Medical Science	M.M.S.
Master of Music	M.Mus.
Master of Science	M.S.
Master of Science in Public Administration	M.S.in Pub.Adm.
Master of Social Work	M.Social Work

COLLEGE OF ADMINISTRATIVE SCIENCE

Bachelor of Science in Business Administration	B.S.in Bus.Adm.
Bachelor of Science in Social Welfare	B.S.in Soc.Wel.

COLLEGE OF AGRICULTURE AND HOME ECONOMICS

Bachelor of Science in Agriculture	B.S.in Agr.
Bachelor of Science in Dairy Technology	B.S.in Dairy Tech.
Bachelor of Science in Food Technology	B.S.in Food Tech.
Bachelor of Science in Nutrition	B.S.in Nutrition
Bachelor of Science in Home Economics	B.S.in H.E.
Bachelor of Science in Restaurant Management	B.S.in Rest.Mgt.

COLLEGE OF THE ARTS AND SCIENCES

College of The Arts
College of Biological Sciences
College of Humanities
College of Mathematics and Physical Sciences
College of Social and Behavioral Sciences

Bachelor of Arts	B.A.
Bachelor of Science	B.S.
Bachelor of Fine Arts	B.F.A.
Bachelor of Music	B.Mus.
Bachelor of Arts in Journalism	B.A.in Jour.

COLLEGE OF DENTISTRY

Doctor of Dental Surgery	D.D.S.
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COLLEGE OF EDUCATION

Bachelor of Science in Education

B.S.in Edu.

COLLEGE OF ENGINEERING

Bachelor of Aeronautical and Astronautical Engineering

B.A.A.E.

Bachelor of Science in Aeronautical
and Astronautical Engineering

B.S.A.A.E.

Bachelor of Agricultural Engineering

B.Agr.E.

Bachelor of Science in Agricultural Engineering

B.S.Agr.E.

Bachelor of Ceramic Engineering

B.Cer.E.

Bachelor of Science in Ceramic Engineering

B.S.Cer.E.

Bachelor of Chemical Engineering

B.Ch.E.

Bachelor of Science in Chemical Engineering

B.S.Ch.E.

Bachelor of Civil Engineering

B.C.E.

Bachelor of Science in Civil Engineering

B.S.C.E.

Bachelor of Science in Computer and Information Science

B.S.in C.I.S.

Bachelor of Electrical Engineering

B.E.E.

Bachelor of Science in Electrical Engineering

B.S.E.E.

Bachelor of Industrial Engineering

B.I.E.

Bachelor of Science in Industrial Engineering

B.S.I.E.

Bachelor of Mechanical Engineering

B.M.E.

Bachelor of Science in Mechanical Engineering

B.S.M.E.

Bachelor of Metallurgical Engineering

B.Met.E.

Bachelor of Science in Metallurgical Engineering

B.S.Met.E.

Bachelor of Science in Physics

B.S.in Phys.

Bachelor of Science in Engineering Physics

B.S.E.P.

Bachelor of Welding Engineering

B.W.E.

Bachelor of Science in Welding Engineering

B.S.W.E.

School of Architecture

Bachelor of Architecture

B.Arch.

Bachelor of Science in Architecture

B.S.in Arch.

Bachelor of Landscape Architecture

B.Land.Arch.

COLLEGE OF LAW

Juris Doctor

J.D.

COLLEGE OF MEDICINE

Doctor of Medicine

M.D.

School of Allied Medical Professions

Bachelor of Science in Medical Dietetics

B.S.in Med.Diet.

Bachelor of Science in Medical Illustration

B.S.in Med.Illust.

Bachelor of Science in Medical Technology

B.S.in Med.Tech.

Bachelor of Science in Occupational Therapy

B.S.in Occ.Ther.

Bachelor of Science in Physical Therapy

B.S.in Phys.Ther.

School of Nursing

Bachelor of Science in Nursing

B.S.in Nurs.

COLLEGE OF OPTOMETRY

Doctor of Optometry

O.D.

COLLEGE OF PHARMACY

Bachelor of Science in Pharmacy

B.S.in Phar.

COLLEGE OF VETERINARY MEDICINE

Doctor of Veterinary Medicine

D.V.M.

CERTIFICATES

GRADUATE SCHOOL

Certificate of Specialist in Educational Administration Cert.Spec.in Ed'l.Adm.

Certificate in Russian Area Studies (never awarded)

(Between Ph.D. and Master's level - must have passed Ph.D. exams)

Certificate for Translators of Russian in the Social Sciences

Certificate for Teaching English to Speakers of Other Languages (Tesol)

COLLEGE OF DENTISTRY

Certificate of Graduate Dental Hygienist

Cert.Grad.Dent.Hyg.

COLLEGE OF MEDICINE

School of Allied Medical Professions

Certificate of Graduate Medical Technologist

Cert.Grad.Med.Tech.

Certificate of Graduate Physical Therapist

Cert.Grad.Phys.Ther.

Certificate of Nurse Anesthetist

Cert.Nurs.Anest.

Certificate of Orthoptic Technology

The Ohio State University assumes the responsibility to maintain accurate academic records for each individual student to preserve authentic evidence of the academic standing and achievements that can contribute to the efforts to educate the student and assist in achieving the goals of the university. The following general principles and procedures govern the release of information from academic records.

I. Public information from the Registrar's records include the following:

- A. Whether the student is enrolled and dates of previous attendance.
- B. Items reported from the permanent record (for current and former students)

- | | |
|-----------------------------------|------------------------------|
| 1. Name | 5. Honors achievements |
| 2. College | 6. Degrees |
| 3. Curriculum (starting in '68) | 7. Dates of attendance |
| 4. Permanent address when entered | 8. Verification of birthdate |

C. Published directory or directory card (part of locator card, under CRIS) if currently enrolled.

- 1. Local address and telephone number if listed by student.
- 2. Marital status, rank and college.

D. Schedule card data (part of locator card, under CRIS) if currently enrolled.

II. Information from the academic record for a currently enrolled or former student or a transcript, may be made available to officially designated University administrators and faculty who have responsibilities for the student advisory and counseling functions.

III. Transcript (s) or information from the academic record will be available to the student or, upon his release, to designees. (The first transcript is free, subsequent copies cost one dollar.) A written release from the student is required before scholastic ranking is released to Selective Service.

IV. The transcript or information from the academic record may be made available to:

- A. Parents or legal guardians of the student.
- B. Articulatory personnel of high school, college, or sponsor of scholarship.
- C. Agents representing national security (but not including Selective Service) and law enforcement offices unless mere employment is involved, in which case, student permission is required.

V. The use and release of information from student academic records as outlined above, or in situations that might not have been anticipated and/or defined above, will be based upon the best knowledge available in accordance with the rules of The Ohio State University Faculty.

Approved by the Council on Admissions and Registrations, June 2, 1967.

APPENDIX J

STUDENT AFFAIRS - JOHN T. MOUNT, VICE PRESIDENT
 Registrar's Office
 Table of Organization, Locations, and Telephone Numbers

